SIGN LANGUAGE INTERPRETER SOLICITATION DOC52PAPT0401019
QUESTIONS AND ANSWERS

Q1: Are the Arlington and Alexandria locations metro accessible? If so, what is the approximate walking distance to the facilities?

A1: Yes, both locations are metro accessible. The Crystal City metro stop is no more than ¼ mile from the Arlington location and the King Street metro stop is approximately the same distance from our new Alexandria location.

Q2: Is the parking at the sites free or paid?

A2: Parking is not free, and is the responsibility of the Contractor.

Q3: In section H.8 it refers to automobile liability. Is this something that specific to the interpreting contract and if so, does an individual's auto insurance suffice or does the contractor have to have additional coverage for this assignment?

A3: Paragraph H.8(c), "Automobile Liability", is hereby deleted in its entirety. Paragraph H.8(d) is renumbered as H.8(c).

Q4:   IT Security, paragraph H.10. Would this already be established for the contractor's office space or is there something additional our agency must provide?

A4: We don't understand this question. Paragraph H.10 does not pertain to IT security. The IT Security requirements are as stated in paragraphs H.11 and H.12.

Q5: Is there any necessity for a "cleared" interpreter?

A5: No.

Q6: The explanation of interpreter duties includes "tactile" interpreting. Is this a skill that will be needed on a daily basis or one that we may bring in as the need arises?

A6: Tactile interpreting is a skill that the Agency may request on an as needed basis.

Q7: What is the name of the incumbent contractor(s)?

A7: The incumbent contractor is: American Sign Language Interpreters (ASLI)
                                       13707 Ashby Road
                                       Rockville, MD 20853

Q8: What is the minimum educational and certification requirements for this solicitation?

A8: The required qualifications are as stated in paragraph C.3.2.

Q9: Does college degree(s) in deaf education substitute for certification and vice-versa ?

A9: The required qualifications are as stated in paragraph C.3.2. As stated in the last paragraph, the USPTO may waive these certification requirements based upon but not limited to, experience, other on-the-job training, or the possession of equivalent or other certifications.

Q10: Please provide a detailed list of hardware/software platforms USPTO currently uses in the provision of Interpreting services.

A10: The interpreter will use a desktop computer. PTO/OCR is currently in the process of transitioning to the XP operating system. The following software programs are used in providing interpreting services:
- Microsoft Office Suite (including MS Outlook)
- AOL Instant Messenger (Currently pending security approval for use on the XP operating system)

Q11: As indicated in Section C.3, I understand that USPTO is requesting a full-time interpreter. However, I also noticed that there is a request for a part-time on-site interpreter as well as for (up to two) on-call interpreters on an "as required" basis. I do recall reading in the pre-solicitation notice that USPTO is requesting for full-time and on-call sign language interpreting services. Thus, I would like to make sure I understand correctly. Is USPTO requesting for one full-time interpreter, as well as up to two on-call interpreters? Or is the request for one full-time interpreter, one part-time on-site interpreter, and up to two on-call interpreters?

A11: The USPTO is requesting one full-time interpreter, and on-call interpreters as required for specific events. Additionally, the Contractor must have the resources to be able to provide one additional part-time interpreter if required.